

**Town of Richmond
Water and Sewer Commission Meeting
Minutes of April 17, 2023**

Members Present: David Sander, Erin Farr, Jay Furr, Morgan Wolaver

Members Absent: Bard Hill

Staff Present: Josh Arneson, Town Manager; Duncan Wardwell, Assistant to the Town Manager; Connie Bona, Finance Director; Allen Carpenter, Interim Water Resources Superintendent; Steve Cote, Water Resources

Others Present: The meeting was recorded for MMCTV, Angela Cote, Cara LaBounty, Heidi Bormann, Meg Freebern

Call to Order: 5:00 pm

Welcome by: Sander

Public Comment:

Sander: I was driving down the interstate and saw the green just starting to pop on the trees. One of my favorite things every spring is when the trees come back to life and the ground slowly turns to green. Before we begin, would anybody care to make a public comment?

Additions or Deletions to the Agenda: None

Items for Presentation or Discussion with those present

Staffing update

Arneson: Allen Carpenter continues to serve as the interim Water and Wastewater Superintendent. We have not received any additional applications for the full-time position. The State has a six-month grace period where if you don't have the proper licensing, you're able to run the facility without the proper license. That's coming to a close in April. We looked into two options for companies that can provide that coverage. I've got a proposal and draft agreement from two contractors. Once Allen is able to receive his license, we could keep them beyond the service time. They're required to be here 8 hours per week and during that time they can show staff here's how we're doing things and here's why we're doing it. They're also available for calls in their monthly fee.

Review of FY23 Q3 Quarterly Financials

Arneson: In the packet, there's a Budget Status report for Water and for Wastewater, we've made some notes in the margins. We've also included the water and sewer septic financials, bank balance history, septic revenues. We took the expense side out of the septic revenue, it's not a really great measurement. Septage revenue is helpful. We also look at delinquencies, reserve account balances and the debt schedule for both Water and

Wastewater. We are under in salaries and then over in some of the repair items, especially on the Wastewater side.

Sander: On the Wastewater side, we're not expecting any huge, big ticket items ahead of the 20 year evaluations?

Cote, S: We want to talk about that when we get there. The only anticipated large costs that we are seeing right now is cleaning the plant as far as solids throughout the whole plant. I made a bid proposal and sent it down to three different businesses and it amounts to over 180 cubic yards of material that we're going to have to dispose of. Just getting rid of the material is in the \$20,000 range.

Wolaver: Like \$120 per cubic yard?

Cote, S: Yeah, pretty close. It's got to go to Coventry and be dried. It's just a tremendous amount of grit that's accumulated. Everybody says go in and clean your tanks and inspect them yearly. Some of these things haven't been emptied in four or five years.

Sander: My memory says the septage receiving tank in 2016 was like \$14,000.

Cote, S: One day last week, Allen and I spent over an hour and a half just unplugging pumps, so we could get stuff flowing. That's the big cost that I foresee.

Arneson: You might spread that out a bit, it might be next fiscal year.

Cote, S: It's not like you shut down the whole plant, to just go through and clean it. We would do the septage receiving base first. Then we would do the digester in the day tank for dewatering. We're in the process right now of draining the fish tank. We have to fix the outlet valve, so that it's operable. Then we can switch over our aeration tank to that one. The other tank can literally spend all summer drying and be cleaned out. By fall we would be able to bring the other one back online. We had a mixer failure in the anoxic tank. On Sunday, there was another one that failed. The impellers were completely worn off, the mixer wouldn't even turn. I'm sure that it should have been replaced earlier. The large amount of grit going through the whole plant is not great for a mixer. Everything is just completely worn out at that plant. You've all seen how much grit, literally rocks, come in the septage. A lot of the fine stuff becomes just like concrete, the further it goes through.

Sander: That makes pricing septage harder to figure out.

Cote, S: Allen informed the haulers that we were increasing our rates, and nobody flinched. I am getting information on a basic septage receiving station and how much it would cost. It really gets the haulers' attention when we say we are going to meter them. I'm trying to find a basic septage receiving station with a flow meter. The cheapest ones, every hauler would get a like a credit card. It's hooked up to a computer and gives you a printout at the end of the month. It's based on the exact gallons that they dumped in. There are really advanced septage receiving units, which actually take a sample as soon as the person starts to dump. It will be tested for a pH and if it's out of the range that you

set, it automatically locks them out of the system. I've got feelers out from a couple of different people, and they haven't gotten back yet. St. Johnsbury was the last one that put in one. They kept their rate the same and their revenue went up. Most septic tanks are 1000 gallons. They go to three or four septic tanks, and then they come in.

LaBounty: It would pay itself off probably in the first three months.

Bormann: I just pumped recently for \$490 for residents. We need to keep that in mind with how much they've been charged.

Cote, A: Each hauler that's delivering will have their own card, and they'll be able to swipe the card and get a little printout. That digital record is going to be able to be downloaded and sent directly to Connie, right?

Cote, S: Right now, we have septage receiving sheets that we add up every day. Then we add them up at the end of the month and make sure they reconcile. The basic should be able to go right to Connie especially if we get integrated with the Town computer system. The less time that I have to spend doing paperwork, the more time I have to fix things.

LaBounty: It's also for checks and balances. It's an auditor's nightmare, trying to reconcile with how many gallons that you are actually processing or how much revenue you actually took in.

Cote, S: There's a trade show coming up May 11. I expect to be making a lot of inquiries and contacts.

Arneson: If we get a couple of quotes back like \$5,000, we move forward pretty easy. If they come back and they're \$20,000, then we have to do a more involved RFP process.

Cote, S: Going forward with the 20-year upgrade, we definitely want the engineers to talk about a lot. We need to monitor the water going to dewatering. I think we can figure out the polymer use easily. And get a rough idea. Polymers are the most expensive chemical that we use.

Discussion of cost to treat septage

Sander: Chemicals we can track. We still want to know how the septage impacts the plant wear and tear.

Cote, S: Septage is its own separate stream. There is wear and tear involved in the plant because of the high amount of grit and gravel and the rags that get by.

Sander: The answer we got in the past is the plant is paid for so that cost is irrelevant. The plant needs to be maintained.

Farr: We need meters to measure. You need to monitor the power and some stuff like that. Could we monitor them from August 1 to September 1?

Cote, S: We really have to get a handle on how much septage makes our plant work efficiently for the Town. The septage is a benefit to the Town because we get a drier cake. It costs you less because you're not paying to truck water away. When you're dewatering just Town waste, you cannot get it dry, it's liquid. I believe it's in the 15 to 20,000 gallons a day if we're wasting about 5400 gallons of Town waste.

Arneson: Is that something that the engineer can probably help us figure that out?

Cote, S: Talking with Phil Laramie, you have an influent line that comes in from the Town. Just before it comes into the wet well it merges with our dewatering line. If we keep those two streams separate until they come into the wet well, then we can monitor them separately. The way it is now, they mix in a manhole outside and come in as one stream. You can make the plant more efficient and be able to monitor it better. The influent from the Town and the influent from the dewatering plants merge outside of the wet well. We only measure the flow that comes into the wet well.

Cote, A: You should be able to write down some numbers over the next 30 to 60 days to say how much septage we received, and this is how much came from the Town approximately.

Cote, S: I can go right to the plant for those numbers. The amount that came from the Town today was 5400 gallons. I think we took in 48,000 gallons from septage. All of that is being processed through dewatering over the night. Then we have a number. I'm talking about what goes into the digester.

Wolaver: That still doesn't tell you what the true cost is to process. You still are estimating what the cost is for septage.

Review of draft FY24 Water and Wastewater Budget

LaBounty: The question that I have relating to the Quarter Three Financials are where do you stand in comparison to your budget. Are you under for where you should be in Quarter Three? Could you project what you anticipate for the Fourth Quarter? If you're going to have unallocated funds at the end of the year, is that going to be \$20,000 or \$200,000. The Quarter Three Financial notes were very helpful.

Arneson: One of the things that we tried to follow up on was the Unassigned Funds. The previous auditors helped us put a spreadsheet together. Unrestricted funds are for both Water and Wastewater. You have to subtract out the three reserve accounts on either side. In Water and Wastewater accounting and proprietary funds, those are not subtracted out ahead of time like in the General Fund. That's where you're at essentially with unassigned funds at the end of FY22. In Water, it's actually a negative because we were still waiting on payback from the Bridge Street project. It's about \$300,000 that we had to add back in for that. We also look at what unassigned funds we committed to using in FY23. The rough numbers that I came up with is about \$215,000 for Water and \$330,000 for Wastewater. It's going to take a little bit more analysis to dive in line by line to project where we're going to come out FY23. I think we're going to have more than that in both.

LaBounty: The question that I had is the bank accounts for Water and Sewer added together that totals \$1.5 million. The \$1,052,000 is reserved.

Arneson: There's still larger expenses to be paid.

Sander: What do we not know as far as being able to project cost in FY24? We don't know about a septage weigh station.

Arneson: We looked at some of the higher priced items we put on the to-do repair list. We want to do a water meter upgrade, it'll be over \$100,000. We need to figure out how we pay for that, but we do have some reserves. The 20-year evaluation is \$154,000, some in FY23 and some in FY24 and it's also a 50% subsidy. We'll get that paid back by CWSRF. There will be some cash outlay for that and have to start a loan in probably FY25. The cost of engineering for the Tilden Ave, Bridge St, Cochran Rd waterline replacement where it's going to be \$90,000 spread over a couple of fiscal years. We'll get 50% forgiveness, we'll get the loan money back on that. Two of the more expensive items on our replacement list are the water tank mixer, estimated at about \$20,000 and influent pumps estimated at \$30,000 to \$50,000. I would say a good use of reserves for those two items. The other items are lower cost repairs that we couldn't necessarily pinpoint and spread over FY23 and FY24. We talked about increasing the contributions to Capital Reserves.

Sander: We're guessing it will be roughly a \$420,000 outlay.

Arneson: \$250,000 of that we will be getting reimbursed.

Bona: Anytime we're doing those revolving loans, we will get the money back, but we never know if it's going to be three months, six months, twelve months. If we start using those Unassigned Funds, we just need to remember that that's our cash flow. We can do a bond anticipation note, they will do them for a year.

Arneson: The planning engineering notes we usually get reimbursed more quickly because they're less complicated than the construction ones.

LaBounty: My point is not putting more in your Reserves. I think it is a problem to keep banking money and then not using it. It doesn't help your cash flow.

Bona: The Reserves in the Water and Sewer Department work differently than our General. Technically there are no Reserves. Historically, the Reserve purpose is for emergency repairs, such as water line breaks, things that are not in the standard operational budget. We're not setting them up necessarily for a particular thing. We are setting it up for the emergencies that fall outside of the budget.

Arneson: I'll walk through how we've set rates since I've been here (https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2023/04/3d6_FY24_Water_and_Wastewater_Rates_DRAFT_4-12-23.pdf). The total budget in Water FY24 is \$409,283. The total budget in Sewer is \$967,874. The first thing we look at is what other revenues are going to come in other than our core users being Residential, Commercial & Government, and Schools. We have an industry fixed rate

for Sewer Commercial and Government plus 15%. Stone Corral, the only industry that we have, is the brewery wo we have a fixed rate. We're up to \$6,700 from the industry. We have a couple of allocated accounts but are not yet hooked up to the system. These are fairly small amounts of revenue. For non-user group revenue, we have Sale of Water, Fire Protection, Hook-on Fees, Net Interest on Checking Account, Unassigned Fund Balance Usage for a total of \$86,788. We do the same thing over on the Sewer side. We determine our total revenue from non-core users is \$88,032 which means total revenue to be raised from users is \$321,251. Then we look at usage over the last 12 months, April 1, 2022, through the end of March this current year. We look at what percentage of total water usage is for each Residential (56.54%), Commercial & Government (38.33%), School (5.13%) group. We take 98% of that because we want to budget if usage were to go down and our rate stayed on this usage. We also make an adjustment to account for the fact that the school does not pay for water for fire protection, that's an additional 5%. We take that off of Residential and Commercial & Government. We go through and determine we need to raise \$172,000 from Water Residential, \$116,000 from Water Commercial & Government, and \$32,000 from Water School. In Residential, we have a 30% fixed fee and 70% metered fee. We need to raise \$51,000 and 30% of that divided by the total number of users is \$122. With metered, we're looking at raising \$120,000, so divide that by the total gallons and you're looking at \$12.65 per 1000 gallons. We continue that same logic for Commercial & Government and School. You'll see that the difference between fixed and metered does change a bit between the different classes.

Bormann: The Residential fixed rate went up pennies. The Commercial & Government went up \$22 or five times as much as Residential.

Arneson: The Commercial & Government is using 30% of the water, but it's only spread across 75 accounts.

Farr: How does the School have the exact same number of gallons of water and sewer? Why is the septage revenue budgeted in the sewer?

Arneson: The school is the same because we don't meter the septage. This system basically assumes that if 1000 gallons goes in, 1000 gallons is going out. The revenue from septage we essentially budget an estimate of what we think will get in that fiscal year. There's a Fire Protection fee of about \$50,000 per year that all the taxpayers are paying for. The school is not assessed taxes so they don't pay into that Fire Protection. This is the school actually paying toward Fire Protection through this.

Sander: That's why it's called out separately to explain why it's there.

Farr: Has the School water usage gone up significantly. We have little kids in the school, and it sounds like they spend half their day washing their hands.

Arneson: I don't have an exact year to year usage from the school.

LaBounty: Go back to 2018 and look at their highest year.

Arneson: Last year when we set the rates, we used 854,000. In the past 12 months, they use 881,000 gallons.

Cote, A: How valid has that assumption been on using the 98% to establish these rates from year to year?

Arneson: Is usage actually going down? Residential, we went from 9.9 to 9.7 million. Commercial & Government when up slightly 30,000 gallons. We could do just base it on 100%. Knowing we have unassigned funds if people really conserve water, then we would have some buffer.

Cote, A: Can you speak in more detail about the Unassigned and Reserve just one big fund?

Bona: When you look at the Town's Reserves, most of them are restricted. If you look at our Capital Plan, you can see a very specific purpose within a five-year timeframe. Our auditors have told us with Water and Sewer proprietary, you can't have a Reserve. That wasn't good enough for us, so we found a workaround. We figured out what should be in each of these Reserves based on what we expensed for and what we used. Although they're fund balances, we call them reserves, they do not have a specific purpose. We have a Short Term, one called Capital, one called Collection System on one side and Debt Distribution System on the other side. To be honest, I don't know how the Board decides which of those is used for which things that come up.

Arneson: If it says Water Capital Reserve, the board can say we really need that to be spent on something that's not water capital, they could do that. There's no statutory restriction like there would be for the General Fund.

LaBounty: There's a better way or better term to be used for that. These are basically your savings accounts. If you're supposed to get up to 15% Unassigned Funds, these are all technically Unassigned Funds. I think it's even confusing for Commissioners.

Bona: The Water and Sewer main Fund Balance is very convoluted. It is not at all like the General, Town side of things. Assets are commingled in there that aren't cash, asset depreciation. By creating these little subcategories, it's a way for us to keep tabs on what do we have available for those things we did not plan on in the budget.

Arneson: One of the questions is how much we should have for short term capital replacement. When we go for DWSRF loans, they usually want to know our fund balances on short term capital reserve. We want to make sure that we do have sufficient funds to cover those.

Bona: Anytime you're going for a loan, they want to know, what are your assets. Water and Sewer has so many different things in it, which is what's made it difficult to come to the conclusion of what do we have an unassigned funds.

Cote, A: The revenue chart showed a line item of Unassigned of about \$48,000. What does that mean now in the context of all of these different funds?

Arneson: When we look at the contribution of Unassigned Funds, we know we've set aside this money for capital purchases, what's left over after that, and then what portion of that we want to put towards the budget. That's how we've done it the last couple years.

Cote, A: It doesn't feel like an accurate picture.

Arneson: I'm saying that if the Commission wants to agree that we're setting aside a certain amount for those three reserves and water, then after that, it's going to say how much is essentially on hand. Last year the Commission decided to use \$27,339. We said that we will put this much money towards the budget going forward. We kept it the same as last year, wanting to have the conversation with the Commission.

Bormann: Are we working towards having the reserve in 15 to 18%?

Arneson: If we want to start adding Reserves and Unassigned, then we can easily look at that percentage.

Bona: This is really the first year we've had this with the Water and Sewer Department. And I think that was part of why we wanted an extra cushion in there. We were trying to hold the rates steady.

Arneson: I think it was more about the rates because by the time we set the Water and Sewer budget, we knew the wage compensation results.

LaBounty: I think you have the ability to use some of those Reserve Funds for the improvements that are going to be needed based on the 20-Year Study. You're already doing some in 2023, using funds that weren't already budgeted. In FY 24, you need to address many more maintenance things, including putting a meter on your septage and replacing things that Steven mentioned earlier. I think that gives you the ability to use some of those Reserves and feed it back into the FY24 budget. What did you plan on purchasing in FY24, FY25, FY26. You can even reduce rates. You're not using it and it's not in the Capital Plan.

Sander: Do we have any estimates on what the 20-Year upgrade will cost?

Arneson: It is 154,000 for the study. I don't know what they're going to recommend as replacement of actual infrastructure.

Cote, S: Hopefully by October, we will have a way forward on that.

LaBounty: We can see by the numbers, you got \$800,000 almost in Wastewater reserves to do something.

Farr: The fixed rate for residential is only going up .4%. It's going up 4.4% for Commercial & Government and 3.6% for the School. Where do those numbers come from? Why is it not just like a universal?

Sander: Those are percentages of resource allocation, so business uses so much percent, so their base rate is so much percent. Josh walked through the actual numbers a few minutes ago.

Arneson: That's just sort of the way the usage worked out. We weren't targeting anything.

Farr: I assume that the bigger percent difference with the Sewer has to do inflation for all the treatments and the chemicals.

Arneson: The budget for Water is going up 2.7%. On the Sewer side, the 10% right now is back into chemicals that are increasing and the cost of the hauling and disposal.

Sander: These are just the known costs, we know they're unknown costs, which are going to be significant as well.

LaBounty: A snapshot of how much Unassigned Funds you've had left over each year for the last five years is good to know. You really should be going for a zero budget, bringing in as much revenue as you're spending. The past five years you might have been overcharging or work that you were under-doing. If your trend is to have \$200,000 left over a year, then you can potentially not raise your rates this year.

Arneson: We started with our new auditors a much simpler formula. We could go back and look at your last five years of audits and pull those numbers out.

Bona: That number is right in each audit. That's pg23 of the audit.

Arneson: We just have to subtract out our three Reserve Funds slash savings accounts from each of those.

LaBounty: You are the highest rate in the State of Vermont. I'm trying to just help figure out how to make it more affordable.

Cote, S: There's a large percentage of your water meters that have been in since 1970. I was told in a class put on by Champlain Water District that every 20 years you need to change your meters. A 20-year meter is off and 10-25%. I really believe you're going to see an increase in water usage if we do nothing more than change the meter.

Wolaver: Or decrease in our water rate per gallon. Then it shows you're using more water and therefore our rate will actually go down. We will know what the accurate rate is.

Cote, S: You don't need to meter your septage, you use the water meter. It throws everything off by 20%, or even conservative 10%.

Bona: We did watch every single account that we were entering to see if there was there a dip in usage or an increase in usage. We would put notations on the bill. We'd have somebody from the plant, go back to that location and read the meter again, to make sure

there wasn't a typo. The system monitors the software, it keeps track of their average over all the years.

Cote, S: They actually run a set number of gallons through a meter, say 100 gallons, and it's off 10% or as high as 25%.

Arneson: What if we added \$100,000 in Unassigned Fund balance on the Water side. That would leave us with \$117,000 at the end of the year, which is more than 15%, which is about \$61,000. On the Wastewater side, we did \$150,000, it will bring us down a little closer to \$180,000, again above that 15%. Where does that get us with rates? On the Water side, we will be seeing a reduction in rates of 20%. At the Wastewater, we're even to about 7-8% decrease. They were in the 20% increased range. That's one model where we could pay. This would still leave us with more than 15% of the budget on hand.

Bormann: We're getting closer to that 15%. Technically, we need to get this number down from here.

Arneson: We can come back and look at this next meeting. We still have one more meeting before our Annual Meeting. We can look at some better projections.

Discussion of when to implement FY24 Water and Sewer Rates

Arneson: It's been the practice to set the rate in May. That is applied to usage in April, May and June when the bills go out in July. So technically, the FY24 rate is first used on usage in FY23. That never made full sense to me. I think the water you are using in the fiscal year should be billed in the fiscal year.

Furr: I agree completely.

Arneson: We can make that final call at the Annual Meeting.

Follow up on transferring water and wastewater allocation

Arneson: Dan Noyes came to us with a request to transfer his water wastewater allocation from the current market to the new market. The new business is going to use less water and wastewater. He'd like to not pay for excess allocation. There's pretty clear guidance in the Sewer Ordinance that you can transfer allocation for sewer between two properties that are owned by the same owner. The water ordinance is silent on that topic. The attorney gave us two paths. One is you could just do it and set a precedent and kind of pay the price in the future. Or the more conservative way would be making a change to the Water Ordinance, which would then allow for the Commission to have the authority to do that. The quick way is the riskier way. The change in the Ordinance would probably take takes a few months by the time we get to the wording or the hearing and a 45-day waiting period until it goes into effect.

Furr: I feel we should go the Ordinance route. If that would be very cumbersome for Dan, we have the option to do it anyway and set a precedent. We could have set the precedent for Dan but then make it official by doing the Ordinance.

Sander: I think we have time to do the Ordinance.

Arneson: I emailed him with the update, and I haven't heard back from him. I think there's some time.

Consideration of approval of extending the residual management service agreement with Casella Organics for an additional five years beyond the current expiration date of January 31, 2024

Furr moved to approve extending the residual management service agreement with Casella Organics for an additional five years beyond the current expiration date of January 31, 2024. Wolaver seconded.

Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.

Review of list of water and wastewater items to be repaired or replaced

Cote, S: The steps are done. We have the influent pump in that's been working great. Friday, we got the new backwash pump. We're now up to both filter tanks so we can operate the plant as it should be. We can operate safely. At this point we need to get that Study done to know where we're going.

Furr: Some of the bigger ticket items like the air handling system, we can't not do it

Cote, S: That building isn't up to code on any type of environment range. With the doors open like it is right now, it's okay. All winter, it was not right. It's ammonia gas. We're trying to get some preventative maintenance like flushing hydrants and marking curb stops. Right now, we're just trying to find them so we can mark them. We end up finding three or four curb stops that are no longer usable. I am a big fan of making sure all your valves come through the pavement.

Update on Gateway Expansion Project

Furr: The Land Trust was meeting last Thursday to discuss Bombardier Meadow and the easement that would allow us to continue to line past the Reaps. My guess is the reason we haven't heard back is because the Bombardier Meadow discussions could have taken up the entire meeting.

Discussion of bids for water meter replacement

Arneson: We got four bids, and we haven't done a lot with them yet. We've assembled a bid tab which we put into the packet (https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2023/04/3j_Water_Meter_Bid_Tab.xlsx). I know that you are determining the lowest cost and then we'll do some due diligence on does that meet our needs.

Furr: Zenner's costs for hardware and software are three times the others.

Review of monthly water data for March

Arneson: The template from the State wants to see information based on the sanitary survey
(https://www.richmondvt.gov/fileadmin/files/Water_Sewer_Commission/Meetings/2023/04/3k1_Monthly_Water_Report_for_March_2023.pdf). This is the data for March

Cote, S: We are still taking samples at the Waterhouse.

Arneson: The one for free chlorine is taken at the Wastewater treatment after it has gone through the whole systems and at the endpoint in the tap. The State asked us to report that until the end of June.

Carpenter: Normally the fluoride number is rounded to the first digit, not the second. They want the fluoride in one digit, they want the pH like that and then two digits for the chlorine.

Arneson: We're in the acceptable range on the average at the end.

Wolaver: Shouldn't the entry point chlorine always be higher than the free chlorine?

Cote, S: They are both free chlorine numbers. It breaks down over time. If we've got high usage days, you'll see that the chlorine is higher, because we put in more fresh chlorine into the system. If you got a low usage day, the pump didn't come on for very long, and tank water is coming back down the hill.

Discussion of “10% in Vermont” program: TABLED

Approval of Minutes, Warrants and Purchase Orders

Minutes:

*Furr moved to approve the Minutes of 4/3/23 as presented. Farr seconded.
Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.*

Warrants:

*Furr moved to approve the warrants of 4/17/23 as presented. Farr seconded.
Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.*

Purchase Orders:

*Furr moved to approve PO# 4602 to M&T Bank/Wilmington Trust for East Main St. loan not to exceed \$25,139.95. Farr seconded.
Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.*

*Furr moved to approve PO# 4603 to Union Bank for Water Tank Gap Loan of not to exceed \$25,857.00 principal and \$1,410.93 interest or a total of \$27,267.93. Farr seconded.
Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.*

Furr moved to approve PO# 4593 to M&T Bank/Wilmington Trust for Millet St. Loan not to exceed \$14,092.53. Farr seconded.

Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.

Discuss Items for Next Agenda

Adjournment

Furr moved to adjourn. Wolaver seconded.

Roll Call Vote: Farr, Furr, Sander, Wolaver in favor. Motion approved.

Meeting adjourned at: 7:01 pm

Chat file from Zoom:

00:10:00 Meg Freebern:Richmond Town Host - Would you please turn on your video?